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STANDARD FOR DATA LABELS  
AND  
DATA ANNOTATION PROCEDURES

DOCUMENTATION GROUP  
RANGE COMMANDERS COUNCIL

WHITE SANDS MISSILE RANGE  
KWAJALEIN MISSILE RANGE  
YUMA PROVING GROUND

PACIFIC MISSILE TEST CENTER  
NAVAL WEAPONS CENTER  
ATLANTIC FLEET WEAPONS TRAINING FACILITY  
NAVAL AIR TEST CENTER

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STANDARD 503-82

STANDARD FOR DATA LABELS  
AND  
DATA ANNOTATION PROCEDURES

DOCUMENTATION GROUP  
RANGE COMMANDERS COUNCIL

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## FOREWORD

The data label standards and annotation procedures contained herein were approved at the 37th Meeting of the Documentation Group (DG) of the Range Commanders Council (RCC). They are intended as a common reference for the labeling and annotation of data between users and ranges and between ranges.

The DG recognizes that it may take some time for these labels and procedures to be accepted and that there will continue to be minor variances between ranges. It is hoped, however, that the universal acceptance of these labels and procedures will help to standardize and improve range interactions.

This is the first edition of this document. Recommendations for improvement are solicited. Please address your comments or questions to:

Chairman, Documentation Group  
c/o Secretariat  
Range Commanders Council  
ATTN: STEWS-SA-R  
White Sands Missile Range, NM 88002



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# STANDARD FOR DATA LABELS AND DATA ANNOTATION PROCEDURES

## 1.0 INTRODUCTION

Test operations conducted by the various members and associate members of the Range Commanders Council (RCC) generate many data products for delivery to range users or for exchange between participating ranges. This procedure establishes a standard for technical annotation of selected data (items) produced by these ranges.

## 2.0 BACKGROUND

The RCC Documentation Group (DG) was tasked to develop a standard for data labels and data annotation procedures by the RCC Executive Committee. To assure the maximum utility of the final labels, all members of the RCC were requested to provide their inputs regarding information required and label configurations. The labels presented in this document represent a compilation of the inputs received after a collective screening by the members of the DG. The label formats and annotations are considered the minimum information required for data products exchanged between ranges or between a range and its range users. This does not preclude additional peculiar identification requirements of individual ranges.

## 3.0 OBJECTIVES

The objectives of this document are to develop data labels and annotation procedures to provide a minimum standard for data identification. A secondary objective is to develop instructions to build uniformity into the required annotations.

## 4.0 EXPLANATION OF TERMS

4.1 Data Item - RCC Document 502-81, Glossary of Range Terminology, defines a data item as a unit of information.

4.2 Data Product(s) - Any item generated by an official operation by a member range and required for delivery to a range user or member range by official documentation. A data product(s) is classified into the following categories:

4.2.1 Analog Telemetry Tape - Magnetic tape which contains telemetered information in the form of a varying frequency or voltage received from a sensor. It includes positional and velocity data recorded in digital format on magnetic tape from a tracking sensor.

4.2.2 Data Labels - Any stamped, preprinted, or attachable label used to annotate a data product with identifying technical information.

4.2.3 Formatted Telemetry Tape - Magnetic tape which contains formatted telemetered information received from a sensor. The data is in a digital format consisting of a series of discrete frequencies (pre- and postdetection) on a series of discrete voltage levels (digitized binary video).

4.2.4 General Purpose - This includes those data products not included in one of those categories listed. It can also include data products included here which are not readily identified in their normal stored or shipping condition (i.e., placed in a box or container, rolled with identification on inner surface, report format, etc.).

4.2.5 Metric Magnetic Tape - Magnetic tape containing positional data and their derivatives recorded in digital format from a tracking sensor.

4.2.6 Oscillogram - A continuous trace fluctuating between specific limits displayed on a recording media.

4.2.7 Raw Data - Data produced by operational activities in which no processing outside of the normal handling and control activity is involved.

4.2.8 Reproduced Data - Copies or dubs which are made from original material. "Copies" refers to paper duplications made of original materials, regardless of how the copies are produced. These copies are usually made by a Xerox process, but can include offset printing. "Dubs" refers to magnetic tape duplications of original materials.

## 5.0 STANDARD DATA LABELS

Appendixes A through E contain the identification of selected labels and detailed annotation procedures. These labels represent the minimum number required to cover the most commonly used data products. A pictorial representation of each is included. Specific dimensions of each label have not been identified and will be dependent upon the data products used at the individual ranges.

5.1 Metric Magnetic Tape (appendix A) - This label is to be used for all metric magnetic tape recordings.

5.2 Telemetry Data Recordings (appendix B) - These data labels include telemetry magnetic tape, in two parts, and oscillogram/pen recorders. The two-part labeling for telemetry magnetic tape was considered to be the most effective method of retaining all pertinent data. The oscillogram/pen recorder label is dual purpose due to the commonality of required information.

5.3 Photographic Data (appendix C) - These labels are for initial film exposed by either tracking or documentary cameras and any subsequent copy, negative, or print produced from the initial film. Also included is a label for the film can.

5.4 General Purpose (appendix D) - This label is used for data products for which a specific label has not been developed.

5.5 Special Purpose (appendix E) - These labels identify special conditions of recording mediums.

#### 6.0 SECURITY CLASSIFICATION

The labels identified in the appendixes provide for the inclusion of the overall classification only. Any additional marking requirements prescribed by DOD regulations governing all forms of classified material must be adhered to.

Appendix A

METRIC MAGNETIC TAPE LABELING INSTRUCTIONS



CLASSIFICATION \_\_\_\_\_

VEH OBJ \_\_\_\_\_

TEST FACILITY \_\_\_\_\_

DATA ITEM NO. \_\_\_\_\_

METRIC MAGNETIC TAPE

TITLE: \_\_\_\_\_  
OD NO. \_\_\_\_\_ OP NO. \_\_\_\_\_ REEL \_\_\_\_\_ OF \_\_\_\_\_ COPY \_\_\_\_\_ OF \_\_\_\_\_  
DATE (UTC) \_\_\_\_\_ ACQ SITE \_\_\_\_\_ DENSITY \_\_\_\_\_ bpi CPW \_\_\_\_\_  
TIME (UTC) FROM \_\_\_\_\_ TO \_\_\_\_\_ TAPE SPEED \_\_\_\_\_  
TRACK \_\_\_\_\_ BCD/BN \_\_\_\_\_ REWOUND \_\_\_\_\_

REMARKS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

METRIC MAGNETIC TAPE LABELING INSTRUCTIONS

CLASSIFICATION

Enter classification of the highest classification of data and the governing documents.

VEH/OBJ

Enter identifier of vehicle or object tracked.

TEST FACILITY

Enter test facility or organization.

DATA ITEM NO.

Enter data item number assigned by the Operations Directive test document; e.g., 904.00, 908.00E, etc.

TITLE

Enter descriptive title provided in Operations Directive; e.g., 1218 comp. dgtl. mag tape 4101, etc.

OD NO.

Enter Operations Directive (OD) number.

OP NO.

Enter local operations number.

REEL

Enter sequence of metric magnetic tapes produced; e.g., 1 of 2, 2 of 2, etc. Same sequence as used by operator in log.

COPY

Enter copy number vs total copies made; e.g., 1 of 10, 5 of 10, etc.

DATE (UTC)

Enter Universal Time Coordinated (UTC) date corresponding to first recorded vehicle data on tape; e.g., 12 Jan 81.

ACQ SITE	Enter site identifier code of recording site; e.g., radar 0.14, etc.
DENSITY	Enter number of bits per inch (BPI) recorded.
CPW	Indicate three or four characters per word (CPW).
TIME (UTC)	Enter the UTC time from first record to last record, in hours and minutes; e.g., 1632 to 1635, etc.
TAPE SPEED	Enter tape speed at time of recording.
TRACK	Indicate tape track number(s).
BCD/BN	Indicate whether data tape was written in binary coded decimal (BCD) format or a binary format (BN).
REWOUND	Enter X if data tape has been rewound.
REMARKS	Enter additional remarks necessary to properly interpret the data.

Appendix B

TELEMETRY DATA RECORDING LABELING INSTRUCTIONS

CLASSIFICATION \_\_\_\_\_

ORIG ☐  
DUB ☐  
REWOUND ☐

TEST FACILITY \_\_\_\_\_

DATA ITEM NO. \_\_\_\_\_

TELEMETRY MAGNETIC TAPE LABEL

OP NO. \_\_\_\_\_ OD NO. \_\_\_\_\_ REEL \_\_\_\_\_ OF \_\_\_\_\_ COPY \_\_\_\_\_ OF \_\_\_\_\_  
DATE (UTC) \_\_\_\_\_ TIME SPAN (UTC) FROM \_\_\_\_\_ TO \_\_\_\_\_  
ACQ SITE \_\_\_\_\_ RCDR NO. \_\_\_\_\_ TAPE SP \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### TELEMETRY MAGNETIC TAPE LABEL INSTRUCTIONS

CLASSIFICATION	Enter classification of the highest classification of data and the governing documents.
TEST FACILITY	Enter test facility or organization.
ORIG/DUB	Check whether the tape is an original or a dub.
REWOUND	Check if the tape has been rewound.
DATA ITEM NO.	Enter the full data item number as specified in the requirements document.
OP NO.	Enter the local operations number.
OD NO.	Enter the number of the Operations Directive (OD) under which the operation was scheduled.
REEL ____ OF ____	Enter tape sequence number (1 of 1), (1 of 2), (2 of 2), etc.
COPY ____ OF ____	Enter the copy sequence number.
DATE (UTC)	Enter the Universal Time Coordinated (UTC) date which corresponds to the time of the first recorded data; e.g., 12 Jan 81.

TIME SPAN (UTC)	Enter the UTC start and stop times of the tape recorder in units of hours, minutes and seconds.
ACQ SITE	Enter the site code, station name or sensor ID of the element producing the original telemetry tape.
RCDR NO.	Enter the serial number or local ID number of the recorder used at the acquisition site identified above.
TAPE SP	Enter the tape speed in inches per second (IPS) at which the original tape was recorded.
REMARKS	Enter those remarks needed to properly interpret the data.

# TELEMETRY MAGNETIC TAPE DATA LABEL

CLASSIFICATION \_\_\_\_\_

ORIG ☐  
DUB ☐  
REWOUND ☐

**(TEST FACILITY)**

DATA ITEM NO. \_\_\_\_\_

OP NO. \_\_\_\_\_

REEL \_\_\_\_\_ OF \_\_\_\_\_ COPY \_\_\_\_\_ OF \_\_\_\_\_  
OD NO. \_\_\_\_\_ FMT \_\_\_\_\_ TAPE SPEED \_\_\_\_\_ ips  
ACQ SITE NO. \_\_\_\_\_ ACQ RCDR (TYPE) \_\_\_\_\_ RCDR NO. \_\_\_\_\_  
DATE (UTC) \_\_\_\_\_ TIME SPAN (UTC) \_\_\_\_\_ TO \_\_\_\_\_  
TIME CODE GEN \_\_\_\_\_ TIME DELAY \_\_\_\_\_  
CALIB. START \_\_\_\_\_ STOP \_\_\_\_\_ STEPS \_\_\_\_\_  
AIRCRAFT NO. \_\_\_\_\_

## TAPE TRACK ASSIGNMENTS

TRK	TECHNIQUE			CONTENTS GENERAL	RCVR CONFIG.		
	POST-D		PRE D		RX OR CB NO.	IF BW	VIDEO BW
	DIR	FM					
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

## MIXER ASSIGNMENTS

MXR CHAN FREQ KHZ	MIXER 1	MIXER 2	MIXER 3
3.0 KHZ			
3.9 KHZ			
5.4 KHZ			
7.35 KHZ			
10.5 KHZ			
14.5 KHZ			
22.0 KHZ			
30.0 KHZ			
40.0 KHZ			
52.5 KHZ			
70.5 KHZ			
DIRECT			
DIRECT			

## RF LINKS

RF	AOS	LOS	RF	AOS	LOS
RF	AOS	LOS	RF	AOS	LOS
REMARKS _____					

# TELEMETRY MAGNETIC TAPE DATA LABEL INSTRUCTIONS

CLASSIFICATION	Enter classification of the highest classification of data and the governing document.
TEST FACILITY	Enter test facility or organization.
ORIG/DUB	Check whether the tape is the original or a dub.
REWOUND	Check if the tape has been rewound.
DATA ITEM NO.	Enter the full data item number as specified in the requirements document.
OP NO.	Enter the local operations number.
REEL ____ OF ____	Enter the reel sequence number; e.g., 1 of 1, 1 of 2, 2 of 2, etc.
COPY ____ OF ____	Enter the copy sequence number.
OD NO.	Enter the number of the Operations Directive (OD) under which the operation was scheduled.
FMT	Enter the format number specified in the applicable requirement document.
TAPE SPEED ____ IPS	Enter the tape speed in inches per second (IPS).
ACQ SITE NO.	Enter the site code or station name of the recording site.
ACQ RCDR (TYPE)	Enter the manufacturer and model ID of the recorder used to record the original data.
RCDR NO.	Enter the serial number or local ID number of the recorder used to record the original data.
DATE (UTC)	Enter the Universal Time Coordinated (UTC) date which corresponds to the time of the first recorded data; e.g., 12 Jan 81.
TIME SPAN (UTC) ____ TO ____	Enter the start and stop times (UTC) of the tape recorder in units of hours, minutes and seconds.
TIME CODE GEN	Enter the ID number of the time code generator being used.
TIME DELAY	Enter the time delay in milliseconds and indicate path involved.
CALIB START ____ STOP ____ STEPS ____	Enter the UTC time of calibration start and stop and the steps in dB and times.

AIRCRAFT NO.	For those operations involving aircraft, enter the aircraft number.
TAPE TRACK ASSIGNMENTS	Indicate type of recording used; Post-D direct or FM and/or Pre-D. Identify the source of the track, the frequency, the antenna and the receiver. Define the receiver configuration by receiver number or combiner number, IF bandwidth and video bandwidth.
MIXER ASSIGNMENTS	Enter the percent deviation (7.5 or 15) and the contents of the data or the specified Voltage Controlled Oscillator (VCO) channel.
RF LINKS	Enter the rf and the UTC time of acquisition of signal (AOS) and loss of signal (LOS).
REMARKS	Enter additional remarks necessary to properly interpret the data.



(TEST FACILITY)

OSCILLOGRAM/STRIP CHART RECORDER LABEL

PEN/TRACE NO. \_\_\_\_\_

**B-7**

# OSCILLOGRAM/STRIP CHART RECORDER LABEL INSTRUCTIONS

CLASSIFICATION	Enter classification of the highest classification of data and the governing document.
TEST FACILITY	Enter test facility or organization.
SITE	Enter the site code, station name or sensor ID of the element producing the original oscillogram/strip chart.
DATA ITEM NO.	Enter the full data item number as specified in the requirements document.
OP NO.	Enter the local operations number.
OD NO.	Enter the number of the Operations Directive (OD) under which the applicable operation was scheduled.
RCDR	Enter the serial number or local ID number of the recorder used to record the original data.
DATE (UTC)	Enter the Universal Time Coordinated (UTC) date which corresponds to the time of the first recorded data; e.g., 12 Jan 1981.
TIME (UTC) FROM <u>  </u> TO <u>  </u>	Enter the start and stop times (UTC) of the recorder in units of hours, minutes and seconds.
CHART SPEED	Enter the speed in inches per second (IPS) at which the original data was recorded.
IRIG TIME CODE	Enter the IRIG time code displayed on the designated track; e.g., H002.
COPY NO.	Enter the copy number.
CHART NO. <u>  </u> OF <u>  </u>	Enter the chart sequence number.
TIMING LINE RATE <u>  </u> IPS	Enter the timing rate of reference lines.
PERM/ <u>  </u> D/W <u>  </u>	Check if this is a permanent or a direct write oscillogram.
R/T <u>  </u> P/B <u>  </u>	Check if this is recorded in real time or in the playback mode.
CALIB PRE/POST/STEPS	Check which calibrations were accomplished (pre/post) and enter the steps in dB and times.
PEN/TRACE NO.	Enter the pen/trace number vs trace contents as described in the requirements document; e.g., link or frequency, name, subcarrier, channel/segment number, etc.

Appendix C

PHOTOGRAPHIC DATA LABELING INSTRUCTIONS

TEST FACILITY
---------------

DATA ITEM NO.		OP/TEST NO.
CLASSIFICATION		DATE
FILM TYPE		FOOTAGE
TITLE		
STATION		

# FILM CAN LABELING INSTRUCTIONS

TEST FACILITY	Enter test facility or organization.
DATA ITEM NO.	Enter full data item number assigned by the operations directive document.
OP/TEST NO.	Enter appropriate operations/test number.
CLASSIFICATION	Enter classification that covers the highest classification of the data and the governing document.
DATE	Enter the Universal Time Coordinated (UTC) date corresponding to time of the first recorded data.
FILM TYPE	Enter the manufacturers type or comparable number.
FOOTAGE	Enter footage of film in feet.

TITLE

Enter data item name as specified by the  
Operations Directive (OD) document.

STATION

Enter site identifier code of the acquisition site  
that gathered the data.

# PHOTO-OPTICAL DATA LABEL

TYPE \_\_\_\_\_ ☐ DOC ☐ TRACKING  
 OP NO. \_\_\_\_\_ SITE \_\_\_\_\_  
 ITEM NO. \_\_\_\_\_ DATE \_\_\_\_\_  
 FILM TYPE \_\_\_\_\_ EMULSION NO. \_\_\_\_\_  
 ASA NO. \_\_\_\_\_ FILTER \_\_\_\_\_  
 FOOTAGE \_\_\_\_\_ SIZE \_\_\_\_\_  
 CAMERA TYPE \_\_\_\_\_ NO. \_\_\_\_\_  
 LENS TYPE \_\_\_\_\_ F/L \_\_\_\_\_  
 SHUTTER \_\_\_\_\_ F/STOP \_\_\_\_\_  
 TIME FROM \_\_\_\_\_ TO \_\_\_\_\_  
 OPERATOR \_\_\_\_\_  
 CLASSIFICATION \_\_\_\_\_

## PHOTO-OPTICAL DATA LABELING INSTRUCTIONS

TYPE Enter the type of photo-optical data contained.  
Check documentary or tracking data.

OP NO. Enter the operations number of which the data was  
acquired.

SITE Enter the site identifier code of the acquisition  
site that gathered the data.

ITEM NO. Enter the full data item number as specified in  
the applicable requirements document.

DATE Enter the Universal Time Coordinated (UTC) date which  
corresponds to the time of first recorded data.

FILM TYPE Enter the manufacturer type or comparable number.

EMULSION NO. Enter the emulsion number of the film used.

ASA NO. Enter the ASA number of the film used.

FILTER Enter the type or standard number of filter(s).

FOOTAGE Enter the footage of film in feet.

SIZE Enter the size of film used.

CAMERA TYPE\_\_ NO. \_\_ Enter the type/name/number of camera used.

LENS TYPE \_\_ F/L \_\_ Enter the type and focal length of lens used.

SHUTTER

Enter the style of shutter used.

F-STOP

Enter the F-stop setting of the camera/lens.

TIME FROM \_\_\_ TO \_\_\_

Enter first start time (UTC) of data recorded to the last stop time of recorded data.

OPERATOR

Enter the name and organization of responsible person.

CLASSIFICATION

Enter the classification of the highest classification of data and the governing documents.

PHOTOGRAPHIC FILM LABEL			
CLASSIFICATION _____			
MASTER:	<input type="checkbox"/> COLOR	<input type="checkbox"/> OPTICAL	POSITION A <input type="checkbox"/> B <input type="checkbox"/>
	<input type="checkbox"/> B&W	<input type="checkbox"/> CONTACT	
B&W	<input type="checkbox"/> ORIGINAL	<input type="checkbox"/> PRINT	
COLOR ORIGINAL <input type="checkbox"/>	WORK PRINT	POSITION A <input type="checkbox"/> B <input type="checkbox"/>	
TEST NO.	DATE	FT	
ITEM NO.	PROD NO.		
REF NO.	EDGE NOS.		
OD NO.	SITE		
REMARKS			

#### PHOTOGRAPHIC FILM LABELING INSTRUCTIONS

CLASSIFICATION	Enter classification of the highest classification of data and the governing documents.
MASTER	Enter check to indicate color, black and white (B&W), optical, contact, and position A or B.
B&W	Enter check to indicate original or print.
COLOR ORIGINAL	Enter check if film is color original.
WORK PRINT	Enter A or B if a work print.
TEST NO.	Enter test or operations number for acquired data.
DATE	Enter Universal Time Coordinated (UTC) date corresponding to time of first recorded data.
FT	Enter length of film in feet.
ITEM NO.	Enter full data item number as specified in applicable Operations Directive document.
PROD NO.	Enter the production number of the original and all sequential numbers of the copies of the film.
REF NO.	Enter the laboratory identification number that is perforated on the actual film for control in the laboratory.



EDGE NO.

Enter the edit instruction number being used for editing the film.

OD NO.

Enter number of Operations Directive (OD) under which the operation was scheduled.

SITE

Enter site identifier code for site that gathered the data.

REMARKS

Enter additional remarks necessary to properly interpret the information.

Appendix D

GENERAL PURPOSE DATA LABELING INSTRUCTIONS

<p>CLASSIFICATION _____</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 300px;"> <p>TEST FACILITY</p> </div> <p>GENERAL PURPOSE DATA</p> <p>TITLE _____</p> <p>OP NO. _____ DATE (UTC) _____ ACQ SITE _____</p> <p>OD NO. _____ DATA ITEM NO. _____</p> <p>REMARKS _____</p>
--

#### GENERAL PURPOSE DATA LABELING INSTRUCTIONS

CLASSIFICATION	Enter classification of the highest classification of data and the governing documents.
TEST FACILITY	Enter test facility or organization.
TITLE	Enter data item name as specified by the Operations Directive document.
OP NO.	Enter operations number for which the data was acquired.
DATE (UTC)	Enter Universal Time Coordinated (UTC) date corresponding to time of the first recorded data.
ACQ SITE	Enter site identifier code of the acquisition site that gathered the data.
OD NO.	Enter number of the Operations Directive (OD) under which the operation was scheduled.
DATA ITEM NO.	Enter full data item number as specified in the applicable Operations Directive document.
REMARKS	Enter additional information necessary to properly interpret the data.

Appendix E

SPECIAL PURPOSE DATA LABELING INSTRUCTIONS

RECERTIFIED ANALOG TAPE LABEL

TAPE NUMBER \_\_\_\_\_

TAPE TYPE \_\_\_\_\_

MIL SIZE \_\_\_\_\_

TAPE FOOTAGE \_\_\_\_\_

DATE \_\_\_\_\_ CERTIFIED BY \_\_\_\_\_

FREQUENCY TESTED \_\_\_\_\_

RECERTIFIED ANALOG TAPE LABELING INSTRUCTIONS

TAPE NUMBER	Enter the local control number.
TAPE TYPE	Enter the appropriate type-name-manufacturer.
MIL SIZE	Enter the tape thickness in mils.
TAPE FOOTAGE	Enter the length of tape in feet.
DATE	Enter date tape was recertified.
CERTIFIED BY	Enter authorized signature or Quality Control stamp.
FREQUENCY TESTED	Enter the frequency used in recertification of tape.

DEGAUSSED

I/A/W-DSAM 8500.1 APPENDIX III  
NAS SPECIFICATION

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_

\_\_\_\_\_  
This label must be removed when tape is reused.  
\_\_\_\_\_

DEGAUSSED TAPE LABELING INSTRUCTIONS

DATE

Enter date the tape was degaussed and repackaged.

SIGNED

Enter the signature of the authorized person.